



# Personnel/Payroll Association

## PPA Meeting – June 24, 2009





# PPA Meeting Review – review “Parking Lot” from previous meetings

## May 28 PPA Parking Lot:

Q: How and when to update addresses in employee self service?

A: Some additional information was provided when the May 28 PPA Meeting Minutes were posted. Most issues brought up in the meeting are addressed in the training materials provided on the ESS Welcome screen. If there are further questions regarding updating addresses, please let us know.



# PPA Meeting Review – review “Parking Lot” from previous meetings

## May 28 PPA Parking Lot:

Q: Regarding the upcoming merge of the DOP Help Desks to DOP1, how much parking will be available, especially for Job Seekers?

A:

- There are 4 visitor spots in the DOP1 parking lot
- There are free 90-minute spots all around the DOP1 building
- There is \$3 parking under the Governor House building
- Metered parking is also available within a reasonable distance
- Signs will be posted on the doors at DOP2
- Notification will be posted on [careers.wa.gov](http://careers.wa.gov)



# DOP Update

- n Data Definition Project - ensure HRMS data is consistent, accurate, and complete across agencies for reporting purposes
- n Agency Contact List – now available as an Excel spreadsheet – use sort and filter – please send updates to DOP Help Desk [Home](#) > [Payroll](#) > [Human Resource Management System](#) > [HRMS Support](#) > [Agency Contact List](#)

# DOP Update

- n Search OLQR – search engine now searches only OLQR, not entire website or www

The screenshot shows the Washington State Department of Personnel website. The header includes the HR logo and navigation links: Contact DOP | About Us | Topic Index A-Z | Forms | Publications | Calendar. The main navigation bar contains buttons for Home, Strategic HR, Compensation & Job Classes, Training, Recruitment, Rules, Diversity, Payroll, and More DOP Services. The left sidebar lists: Payroll - HRMS, HRMS Support, Payroll Calendars & Schedules, HRMS Training, On-Line Quick Reference (highlighted), and Personnel/Payroll Association. The main content area is titled 'On-Line Quick Reference' and contains text about the OLQR, a list of functional areas and roles, and a search bar. The search bar is highlighted with a red box and contains the text 'Search OLQR' and 'Movement / Turnover Report'. A blue arrow points from the text 'Search results will return only OLQR references' to the search bar.

Washington State Department of Personnel

Home > Payroll > Human Resource Management System > On-Line Quick Reference [Print Friendly](#)

### On-Line Quick Reference

The On-Line Quick Reference (OLQR) contains instructional materials to help you perform day-to-day tasks in the Human Resource Management System (HRMS).

It is organized by functional areas and roles, job aids, HRMS reports, user procedures, course manuals, and glossary.

- [Functional Areas and Roles](#)
- [Job Aids](#)
- [HRMS Reports](#)
- [User Procedures](#)
- [Course Manuals](#)
- [Glossary](#)

**Search results will return only OLQR references**

Search OLQR



# HRMS Reporting

## Cross Agency Reporting Workgroup

- n Movement / Turnover Report ZHR\_RPTPYU26
- n Actions Report ZHR\_RPTPA457



# HRMS – Separations Part 2

## Cross Agency Separations Workgroup

- n Leave Entries
- n Garnishments
- n Retirement
- n Importance of accuracy, timeliness, and proper processing
- n Reason Codes in PAY1



# Retirement Transmittal Report ZHR\_RPTBNN46

Patty Orchard, Department of Personnel

The Retirement Transmittal Report enables users to view employee and employer payroll deductions for retirement plan contributions.

n From SAP Easy Access enter:  
ZHR\_RPTBNN46

# Retirement Transmittal Report ZHR\_RPTBNN46

ZHR\_RPTBNN46 Display Retirement Transmittal Report

Example: August 10, 2008 payroll reporting period = 2008081

Period Parameters

DRS Reporting Period  to

Report Selections

Personnel Area  to

Department  to

Retirement System/Plan  to

Personnel Number  to

SSN (without dashes)  to

ALV Parameters

ALV Variant



# Retirement Transmittal Report

## ZHR\_RPTBNN46

n Period Parameters – use the drop down box to select a specific pay period or range of pay periods.

- DRS Reporting Period (YYYYMMx)

- § YYYY is the reporting year

- § MM is the reporting month (January = 1, February = 02, .....  
December = 12)

- § x is the first or the second half of the month

- “1” = 1<sup>st</sup> through the 15<sup>th</sup>

- “2” = 16<sup>th</sup> through the end of the month

n Examples:

- August 10, 2008 payroll reporting period = 2008081

- August 25, 2008 payroll reporting period = 2008082

# Retirement Transmittal Report ZHR\_RPTBNN46

ZHR\_RPTBNN46 Display Retirement Transmittal Report

**Period Parameters**  
DRS Reporting Period:  to

**Report Selections**  
Personnel Area:  to   
Department:  to   
Retirement System/Plan:  to   
Personnel Number:  to   
SSN (without dashes):  to

**ALV Parameters**  
ALV Variant:

**DRS Reporting Periods (1) 58 Entries found**

DRS Period	Description
2008112	NOV 2008 16-30
2008121	DEC 2008 01-15
2008122	DEC 2008 16-31
2009011	JAN 2009 01-15
2009012	JAN 2009 16-31
2009021	FEB 2009 01-15
2009022	FEB 2009 16-28
2009031	MAR 2009 01-15
2009032	MAR 2009 16-31
2009041	APR 2009 01-15
2009042	APR 2009 16-30

58 Entries found

- n Report Selections – entries will be limited on agency security access.
  - Personnel Area
  - Department –DRS Department Number (Group Number)
- n More than one Personnel Area may use this DRS Department Number.
- n Execute program

# Retirement Transmittal Report ZHR\_RPTBNN46

Report ID: ZHR\_RPTPYU36  
 Report Title: Retirement Transmittal by Agency  
 User: PATTYO  
 Run Date: 06/19/2009

Report	Version	Personnel Area	Personnel Area Text	Department	S.	Page	Social	Personnel	Employee	Compensation	Employee Contributio	Employer Contributio	Comp Hour	Comp Days	P.
200904	1	1111	Information Services Division	1047	P0	226	53	2	42	8 S	2,064.65	0.00	0.00	49.50	0.00
200904	1	1111	Information Services Division	1047	P1	227	53	4	19	8 A	2,444.00	146.64	203.10	90.00	0.00
200904	1	1111	Information Services Division	1047	P1	227	53	0	23	5 M	2,697.50	161.85	224.16	88.00	0.00
200904	1	1111	Information Services Division	1047	P1	227	53	8	30	7 D	2,697.50	161.85	224.16	88.00	0.00
200904	1	1111	Information Services Division	1047	P1	227	53	2	42	0 J	3,287.50	197.25	273.19	89.00	0.00
200904	1	1111	Information Services Division	1047	P1	227	53	6	42	0 S	3,789.50	227.37	314.91	89.00	0.00
200904	1	1111	Information Services Division	1047	P1	227	53	4	48	8 C	2,697.50	161.85	224.16	88.00	0.00
200904	1	1111	Information Services Division	1047	P1	227	56	4	58	7 D	3,287.50	197.25	273.19	88.00	0.00
200904	1	1111	Information Services Division	1047	P1	227	57	8	60	4 F	3,629.00	217.74	301.57	90.00	0.00
200904	1	1111	Information Services Division	1047	P2	229	00	0	2001	0 S	2,906.50	158.40	241.53	90.00	0.00
200904	1	1111	Information Services Division	1047	P2	228	07	4	1	6 L	3,287.50	179.17	273.19	90.00	0.00
200904	1	1111	Information Services Division	1047	P2	228	13	0	2	5 C	2,979.00	162.36	247.55	89.00	0.00
200904	1	1111	Information Services Division	1047	P2	229	33	2	79	3 S	3,629.00	197.78	301.57	88.00	0.00
200904	1	1111	Information Services Division	1047	P2	228	43	5	9	4 H	2,979.00	162.36	247.55	88.00	0.00
200904	1	1111	Information Services Division	1047	P2	228	45	7	85	3 M	3,541.00	192.98	294.26	89.00	0.00

- n Run the Payroll Posting Report (ZHR\_RPTPY126) to compare retirement plan totals.
- n Download the Retirement Transmittal Report and the Payroll Posting Report to Excel or Access to compare individual contributions to identify employees with an out of balance contribution rate.



# New VEBA Trust Third-Party Administrator

Brian Riehs, Service Representative  
VEBA Service Group, LLC



# 2009-11 Collective Bargaining Agreements

Diane Leigh, Director, Labor Relations Office, Office of Financial Management

- n Overview – key components of agreements
- n Financial infeasibility/subsequent bargaining
- n Personal Leave Day – administration/documentation



# About PPA - Executive Committee

- n Comprised of representatives from agency HR and payroll staff and Central Support Agencies (DOP, OFM, DRS, HCA, OST).
- n Meets monthly to:
  - Determine issues and concerns of agency HR and Payroll staff and establish PPA Meeting agendas.
  - Coordinate Work Groups to build and present topics of interest.
  - Keep agency HR and Payroll staff informed!



## Why are Monthly PPA Meetings Important?

- n Communication and standards for Washington State
- n Ongoing resource for the most current information
- n Training
- n Problem Solving – agencies helping agencies
- n Networking with other agencies
- n Encourages use of the tools available (HRMS)

### On the Web:

[Home](#) > [Payroll](#) > [Personnel/Payroll Association](#)

<http://www.dop.wa.gov/payroll/PPA/Pages/default.aspx>



## Where We Are Heading

- n Proactive planning for relevant, engaging PPA Meetings on a regular schedule
- n Training, including “topic-building” - basics → advanced
- n Increased agency HR and payroll involvement in PPA
- n Listening to your needs!

## How YOU Can Become a Part of the PPA Future!

- n Tell us your agency issues, concerns, and training needs
- n Share solutions - how does your agency do “X”?
- n Volunteer for a PPA Work Group, or help out at a general meeting
- n Attend PPA Meetings and encourage others to attend – learn and build confidence!